

## MANAGEMENT CADRE

### MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

#### DIRECTORATE: GOVERNMENT INFORMATION SERVICES

<b>Post Designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$ 554, 603 –N\$ 588, 548
<b>Housing Allowance</b>	:	N\$ 131, 280 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$ 94, 178 per annum
<b>Running Cost</b>	:	N\$ 29, 455 per annum

**Minimum requirement:** A B-Degree at NQF Level 7 in Communication/Public Relations/Journalism/Media Studies plus 9 years' appropriate experience of which four (4) should have been spent at the management level. Sound knowledge of the Namibia media landscape and its regulatory frameworks.

#### **Additional requirements:**

A Master Degree in any of the above-mentioned fields. **Appointment to this position is subject to vetting**

#### **Main duties:**

- Serve as the Head of the Directorate.
- Provide strategic leadership and guidance to the team.
- Manage the human, material and financial resources assigned to the Directorate.
- Drive the information management and dissemination in Government of the Republic of Namibia within the confines of MICT Strategic policy frameworks and implementation plans.
- Coordinate information management programmes and projects in line with Government developmental priority areas. Act as a link between the ministry and stakeholders and inter-governmental institutions.
- Establish and maintain excellent relations with local and international media and serves as the focal person between the media and the Ministry.
- Oversee the compilation of Reports, Briefings and memoranda.
- Ensure the implementation of Access to Information legislation.
- Coordinate the formulation and review of the Annual Work Plan for the Directorate.
- Monitor and report on progress of the Directorate against the ministry's strategy and annual work plan.
- Oversee the production of Ministerial and Government publication.
- Oversee national campaigns roll-out and coordinate with relevant stakeholders.
- Oversee the implementation of SADC Communication Strategy at national level.

- Ensure compliance with relevant Laws and Regulations such as the Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules, Treasury Instructions and other Acts and Regulations.
- Perform other relevant duties assigned to the Directorate by the Executive Director and the Executive Management Team of the Ministry.

**Enquiries:** Mr. Ziegie Willemse, Tel 061 283 2342 OR Ms. Victoria Frans, Tel. 061 283 2454

**Note:** All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification (s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). **Proof of experience (testimonials or certificate of service) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

**NB: In terms of Affirmative Action Plan, qualifying women and persons with disabilities are encouraged to apply.**

**The application forms must be addressed to:**  
**The Executive Director**  
**Ministry of Information and Communication Technology**  
**Private Bag 13344**  
**Windhoek.**

**OR hand deliver at:**

**The Human Resources Office**  
**Trust Building, 2nd floor,**  
**301 Independence Avenue**  
**Windhoek**

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## MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

### DIVISION: ADMINISTRATION SUB-DIVISION: HUMAN RESOURCES

<b>Post Designation</b>	:	Chief Human Resources Practitioner Grade 6
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$ 354, 883 – N\$ 424, 119
<b>Housing allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** An appropriate National Diploma at NQF L6 majoring Human Resources.

**Additional requirements:** An appropriate Degree at NQF L7 or higher majoring in Human Resources Management plus 7 years of appropriate experience of which 4 years should be at the supervisory level. Applicant must have a valid driving license.

**Enquiries:** Mr. Ziegje Willemse, Tel 061 283 2342 OR Ms. Victoria Frans, Tel. 061 283 2454

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### DIVISION: ADMINISTRATION SUBDIVISION: FINANCE

<b>Post Designation</b>	:	Accountant Grade 8
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 majoring in Accounting.

**Additional requirements:** an appropriate Degree on NQF Level 7 majoring in Accounting.

**Enquiries:** Ms. Martha Indongo, Tel. 061 283 2354 OR Ms. Victoria Frans, Tel. 061 283 2454

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### DIRECTORATE: MULTI MEDIA SERVICES DIVISION: CONTENT HUB SUB-DIVISION: CONTENT DEVELOPMENT

<b>Post Designation</b>	:	Senior Information Officer Grade 7
<b>1xPost</b>	:	Swakopmund (Erongo Regional Office)
<b>1xPost</b>	:	Keetmanshop (//Kharas Regional Office)
<b>Scale of Salary</b>	:	N\$ 291, 128– N\$ 347, 926

**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum Requirements:** An appropriate B-Degree on NQF L7 in Journalism, Media Studies or Mass Communication plus 3 years' appropriate experience. **Candidates will be subjected to a written test.**

**Note should be taken that this post is under a delegated function in Erongo and //Kharas Regional Councils and therefore, persons should be prepared to be seconded to Erongo and //Kharas Regional Councils upon appointment and at a later stage be devolved into that regional council.**

Enquiries: Mrs. Johanna Uutoni, Tel. 061 283 2750 OR Ms. Victoria Frans, Tel. 061 283 2454

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**DIRECTORATE: MULTI MEDIA SERVICES  
DIVISION: CONTENT HUB  
SUB-DIVISION: CONTENT DEVELOPMENT  
SECTION: REGIONAL OFFICE KHOMAS**

**Post Designation** : Information Officer Grade 8  
**1xPost** : Windhoek  
**Scale of Salary** : N\$ 238, 825 – N\$ 285, 420  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate B-Degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication. **Candidates will be subjected to a written test.**

**Note should be taken that this post is under a delegated function in Khomas Regional Council and therefore, the person should be prepared to be seconded to Khomas Regional Council upon appointment and at a later stage be devolved into that regional council.**

**Enquiries:** Ms. Evangeline Kamati, Tel. 061-225 633 OR Ms. Victoria Frans, Tel. 061 283 2454

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Windhoek**

**Enquiries:** Ms. Victoria Frans, Tel. 061 283 2454 or Mr. Ziegje Willemse, Tel 061 283 2342

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